

NIH Electronic Council Book

Council Administration Module

New Features and Coming Attractions

September 2003

New Features in Current Version

Release scheduled for September 5 includes:

- Council Meeting Assignment Panels
- Redesigned Assignment Approval Screens

Council Meeting Assignment Panels

- Create subgroups or panels of council members for purpose of streamlining creation of meeting assignment data.
- After creation, assigning one of these panels to an application creates an assignment record for each council member belonging to the panel.

Creating Council Meeting Assignment Panels

The screenshot displays the 'ECB Council Administration Module' interface. At the top left is the logo for the National Institutes of Health. The main header area includes the title 'ECB Council Administration Module' and a 'Connected to: DERTDEV' status indicator. Below the header, there are dropdown menus for 'IC' (set to 'ES'), 'Council' (set to '200310'), and 'User' (set to 'LINK_ECB'). A navigation bar contains several tabs: 'Meeting Assignments' (which is active), 'Conflicts/Exclusions', 'Early Concurrence', 'Reports', and 'Setup/Utilities'. On the left side, there is a vertical menu with the following items: 'Staff ECB', 'Council ECB', 'QVR System', 'CAM Help Topics', 'Concepts and Overview', 'Meeting Assignment Data' (highlighted in yellow), 'Conflicts/Exclusion Data', 'Early Concurrence Data', 'Council Voting Module', 'Creating Reports', and 'Setup Utilities'. The main content area features four large, light gray buttons with blue text: 'Create/Edit Meeting Assignment/Discussion Data', 'Approve Meeting Assignment/Discussion Data', 'Create/Manage Council Meeting Assignment Panels' (indicated by a red arrow), and 'Delete Council Meeting Assignment Panel'.

Creating Council Meeting Assignment Panels

← **Create/Manage Council Meeting Assignment Panel for IC** **ES** Help

New Panel Name

Full Name:

Short Name:

All Council Members
(Click to add to Current Panel members)

- Baden, Daniel
- Brix, Kelley
- Brooks, Deborah
- Coon, Charli
- Cranmer, Joan
- ECB, Project
- Eastman, Dale
- Ferris, Deeohn
- Friedman-Jimenez, Georg
- Gallo, Michael
- Goldstein, Bernard**
- Gray, George

Current Panel Members
(Click to delete from list)

- Baden, Daniel
- Cranmer, Joan
- Eastman, Dale
- Gallo, Michael

Edit	Copy	Long Name	Short Name
<input type="radio"/>	*	JORDAN TEST PANEL 3	JORDAN_TST3

To **view the attributes of a panel**,
move your mouse over the
corresponding * in the list above.

To **copy the attributes of another panel**
into the "New" column of the edit pane,
click the corresponding * in the list.

Creating Council Meeting Assignment Panels

Create/Manage Council Meeting Assignment Panel for IC ES Help

New Panel Name

Full Name: COUNCIL_MTG_PANEL_1

Short Name: CNCL_PANEL1

Edit	Copy	Long Name	Short Name
<input type="radio"/>	*	JORDAN TEST PANEL 3	JORDAN_TST3

Microsoft Internet Explorer

?

If you proceed, the following action will be taken:

A new panel CNCL_PANEL1 will be created.

OK Cancel

All Council Members
(Click to add to Current Panel)

- Baden, Daniel
- Brix, Kelley
- Brooks, Deborah
- Coon, Charli
- Cranmer, Joan
- ECB, Project
- Eastman, Dale
- Ferris, Deeohn
- Friedman-Jimenez, Georg
- Gallo, Michael
- Goldstein, Bernard
- Gray, George

Defaults Clear List Save Panel

To **view the attributes of a panel**, move your mouse over the corresponding * in the list above.

To **copy the attributes of another panel** into the "New" column of the edit pane, click the corresponding * in the list.

Assigning Meeting Panels to Applications

Assign Grant Status for IC **ES** Council Date **200310** Help

Records **1-9** of **9** Selection Criteria

Rec	Tag	Pct	Pri	Prog Code	Appl ID	Applic #	EC	A	X	D	PI Name	Project Title
1	<input checked="" type="checkbox"/>		299	7J9C0EO	6741231	1-F32-ES012795-01					FRIEDMAN, M	Neuropsychological Effects of Ciguatera Fish Poisoning
2	<input checked="" type="checkbox"/>		120	7J9COTO	6737947	1-F32-ES012768-01					GARCIA, S	Manganese neurotoxicity in developing iron-deficient rat
3	<input checked="" type="checkbox"/>	96.60	414	7J9C0PO	6739413	1-F32-ES012848-01					GEISLER, L	Synthesis of the C5-C20 Domain of Azaspiracid 1.
4	<input checked="" type="checkbox"/>	45.20	215	7J9C0PO	6738489	1-F32-ES012794-01					GOLDSTONE, J	Mechanism of cytochrome P450 uncoupling and inactivation
5	<input checked="" type="checkbox"/>	96.30	398	7J9C0TO	6742333	1-F32-ES012857-01					HATCH, A	Optimizing risk assessment: individual to population
6	<input checked="" type="checkbox"/>	09.90	150	7J9C0PO	6742242	1-F32-ES012856-01			X		LEE, C	CYP2J2 Derived Eicosanoids and Endothelial Function
7	<input checked="" type="checkbox"/>	81.50	292	7J9C0PO	6742160	1-F32-ES012846-01					MILLER, K	Methoxychlor Metabolites and Ovarian Damage
8	<input checked="" type="checkbox"/>	94.90	350	7J9C0TO	6737726	1-F32-ES012845-01					PACE-KUCHAREWICZ, B	Lead-induced testicular toxicity
9	<input checked="" type="checkbox"/>	50.00	223	7J9C0PO	6742943	1-F32-ES012855-01					THACKABERRY, E	Dioxin and Cardiomyocyte Growth Arrest



Council Members/Actions
(Click to add to Assignments List)

- ++ Mark for Discussion**
- Delete Assignments
- Remove Discussion M
- >> CNCL_PANEL1
- >> JORDAN_TST3
- Baden, Daniel

Assignments List
(Click to delete from list)

- >> CNCL_PANEL1
- Ferris, Deohn
- Friedman-Jimenez, George
- ++ Mark for Discussion

^ Tag All

^ Untag All

< Clear

Apply

Approve

Members for panel: CNCL_PANEL1

1. Baden, Daniel
2. Cranmer, Joan
3. Eastman, Dale
4. Gallo, Michael

Council Meeting Assignment Panels

Summary of Business Rules

- Only ONE panel may be assigned to an application.
- Council Members may belong to multiple panels.
- Individual council member assignments may be added, providing they do not duplicate the panel member assignments.

Improvements to Assignment Approval Module

- An improved and expanded query screen:
 - Query on any of the data items used to create assignments.
- New hit list design more clearly indicates approval status with TWO columns:
 - Works in Progress: assigned, but not yet visible
 - Approved: visible to members in Council ECB

Assignment Approval: Old Query Screen

Approve Assignment/Discussion Data: Search for Grants

IC **ES** Current Council **200310**

Choose Search Option:

- Assignment/Discussion Data Entered by:
- Assignment Data for Council Member:
- Discussion Items Only

Choose Include Option:

- Include UNAPPROVED Items Only
- Include APPROVED Items Only
- Include All Items

Sort Data By:

Then: Then:

**Preview
of Hits**

Submit

Defaults

Help

**Hits per
Page:**

Assignment Approval: New Query Screen

← **Approve Assignment/Discussion Data: Search for Grants**

IC Current Council 

 Enter Search Parameters: OR Retrieve All Approved Unapproved

Application ID	<input type="text"/>	Special Considerations	Yes	No
PI Name (Last, First)	<input type="text"/> , <input type="text"/>	Human Subject Concerns	<input type="checkbox"/>	<input type="checkbox"/>
Scientific Review Group	<input type="text"/> <input type="text"/> <input type="text"/>	Animal Subject Concerns	<input type="checkbox"/>	<input type="checkbox"/>
Special Emphasis Panel	z <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Foreign Grants	<input type="checkbox"/>	<input type="checkbox"/>
Program Code Contains	<input type="text"/>	Phase 3 Clinical Trials	<input type="checkbox"/>	<input type="checkbox"/>
Grant Number Contains	<input type="text"/> <input type="text"/> <input type="text" value="ES"/> <input type="text"/> - <input type="text"/>	Gender Concerns	<input type="checkbox"/>	<input type="checkbox"/>
RFA or PA Number	<input type="text"/>	Minority Concerns	<input type="checkbox"/>	<input type="checkbox"/>
Institution Name Contains	<input type="text"/>	AIDS	<input type="checkbox"/>	<input type="checkbox"/>
IPF	<input type="text"/>	<input checked="" type="radio"/> Any <input type="radio"/> All		
Direct Cost Greater Than or Equal to	<input type="text"/>	Activity Codes		
Direct Cost Less Than or Equal to	<input type="text"/>	<i>Pick List</i>		
SS Date Greater Than or Equal to	<input type="text"/>	C06 ▲ <input checked="" type="radio"/> Include		
SS Date Less Than or Equal to	<input type="text"/>	D43 <input type="radio"/> Exclude		
		F05		
		F30		
		F31	Click values in the Pick List to add them to the Search List.	
		F32		
		F33		
		F34		
		F37		
		F38	Click values in	
			<i>Search List</i>	<input type="text"/>

Assignment Approval: Old Hit List Screen



Approve Assignment/Discussion Data for IC ES **Council Date** 200310 Help

Records 1-9 of 9 Selection Criteria

Rec	Pct	Pri	Prog Code	Appl ID	Applic #	App	A	X	D	PI Name	Project Title	Assign By
1		171	5D0A0XC	6705101	2-P30-ES003828-19	<input checked="" type="checkbox"/>	A		D	BOYER	Center for Membrane Toxicity Studies	LINK_ECB
2		140	5D0A0XC	6720817	2-P30-ES000002-41A1	<input checked="" type="checkbox"/>	A	X	D	BRAIN	Harvard NIEHS Center for Environmental Health	LINK_ECB
3		140	5D0A0XC	6720259	2-P30-ES000267-38	<input checked="" type="checkbox"/>	A	X	D	GUENGERICH	Center in Molecular Toxicology	LINK_ECB
4		161	5D0A0XC	6704395	2-P30-ES006639-11	<input checked="" type="checkbox"/>	A		D	NOVAK	Molecular and Cellular Toxicology	LINK_ECB
5		185	5D0A0XC	6704077	2-P30-ES002109-26	<input checked="" type="checkbox"/>	A	X	D	SAMSON	MIT Center for Environmental Health Sciences	LINK_ECB
6		162	5D0A0XC	6704015	1-P30-ES011961-01A1	<input type="checkbox"/>	A	X	D	SCHWARTZ	Center for Comparative Biology of Vulnerable Populations	LINK_ECB
7		247	5D0A0XC	6709866	2-P30-ES001896-26	<input type="checkbox"/>	A	X	D	SMITH	ENVIRONMENTAL HEALTH SCIENCES CENTER	LINK_ECB
8		183	5D0A0XC	6704088	2-P30-ES005605-14	<input type="checkbox"/>	A	X	D	THORNE	Environmental Health Sciences Research Center	LINK_ECB
9		160	5D0A0XC	6719198	2-P30-ES003850-20	<input checked="" type="checkbox"/>	A		D	WILLIAMS	Marine and Freshwater Biomedical Sciences Center	LINK_ECB



Checked indicates "Approved"



Unchecked indicates "Work in Progress"

Approval Processing Options

^ Tag All
^ Untag All
Apply

Assignments for 6704088

** Discussion Item **

1. Baden, Daniel
2. Brix, Kelley

Assignment Approval: New Hit List Screen

← ↑

Approve Assignment/Discussion Data for IC **ES** Council Date **200310** Help

Records **1-5** of 5 Selection Criteria

Rec	Pct	Pri	Prog Code	Appl ID	Applic #	WIP	App	A	X	D	PI Name	Project Title	Assign By
1		185	5D0A0XC	6704077	2-P30-ES002109-26	<input checked="" type="radio"/>	<input type="radio"/>	A	X		SAMSON	MIT Center for Environmental Health Sciences	LINK_ECB
2		171	5D0A0XC	6705101	2-P30-ES003828-19	<input checked="" type="radio"/>	<input type="radio"/>	A			BOYER	Center for Membrane Toxicity Studies	LINK_ECB
3		160	5D0A0XC	6719198	2-P30-ES003850-20	<input type="radio"/>	<input checked="" type="radio"/>	A			WILLIAMS	Marine and Freshwater Biomedical Sciences Center	LINK_ECB
4		183	5D0A0XC	6704088	2-P30-ES005605-14	<input type="radio"/>	<input checked="" type="radio"/>	A	X		THORNE	Environmental Health Sciences Research Center	LINK_ECB
5		161	5D0A0XC	6704395	2-P30-ES006639-11	<input checked="" type="radio"/>	<input type="radio"/>	A			NOVAK	Molecular and Cellular Toxicology	LINK_ECB

Separate columns for Work in Progress (WIP) and Approved (App) clearly indicate current approval status of application assignment.

To alter the approval status of an application, simply click the radio button in the appropriate column and save the changes.

Approval Processing Options

^ Tag All "Approved"

^ Tag All "Work in Progress"

Apply

Assignments for 6704088

Panel: * JORDAN_TST3

- *1. Baden, Daniel
- *2. ECB, Project
- *3. Gallo, Michael
- *4. Goldstein, Bernard
- 5. Brooks, Deborah

Council Administration Module

Coming Attractions

in

VERSION 5.0

Planned Release Date: November 2003

CAM 5.0 New Features

- **It's your choice:** Separate or combined August and October Council meetings.
- Work with data from **MULTIPLE** council periods.

Option to Separate or Combine August and October Councils

- Current system automatically combines August and October council periods by altering the 08 council date to 10.
- For ICs currently choosing to hold an August Council meeting, this makes creating assignment data awkward and difficult.

Option to Separate or Combine August and October Councils

- In the new system, ICs may elect to preserve the 08 council date on their August applications by setting a CAM system option.
- In the context of ECB “rollover” dates, August council will be considered “concurrent” with October council.
- If you opt for a separate August council, the CAM allows you to control what council data is visible in the ECB at any given time: August or October.

Configuring/Controlling August-October Council Periods



Edit IC-Specific Information

NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SCIENCES

IC General Information Link in Council ECB: http https

Default Percentile Range: to

Default Priority Score Range: to

Automatically identify conflicts of interest? (refreshed nightly): Yes No

Separate August and October Councils? Yes No

Council ECB is currently: Open Closed

Council Period data currently displayed in Council ECB:
 200305
 200308
 200310
 200401

Only currently valid Council dates are selectable for display

Save

Cancel

Help

New Feature: Work with Multiple Council Periods

In the current system:

- Only data relating to the CURRENT council period may be created, edited and viewed in the CAM.
- Data visible in the Council ECB is controlled solely by the council rollover dates.

New Feature: Work with Multiple Council Periods

In the NEW system:

- Data visible in the Council ECB is still controlled by the council rollover dates (with the exception of August council).
- However, data for the CURRENT council AND the NEXT council period is available for editing.
- After the rollover date, the PREVIOUS council data may be accessed as read only.
- To avoid confusion, you must always return to the main menu to select what council period you are working with.

Council ECB & Council Admin Module: Council Period Rollover Dates

- *January Council* — From November 1 until the last day in February.
- *May Council* — From March 1 until the last day in June.
- *October Council* — From July 1 until the last day in October (includes August Council).

Multiple Councils: How They Work

Note: August Council is CONCURRENT with October

THEN ←	IF →	THEN →
Previous Council	Current Council	Next Council
October (August) Ex- 200310 / 08	January Ex - 200401	May Ex - 200405
January Ex - 200401	May Ex - 200405	October-August Ex- 200410 / 08
May Ex - 200405	October (August) Ex- 200410 / 08	January Ex - 200501

Multiple Councils: Permitted Actions

Examples below assume Current Council = October

Council Period	Permitted Data Actions
Current (10)	Create, Edit, Approve (Display in ECB)
Concurrent (08)	Create, Edit, Approve (Display in ECB)
Next (01)	Create, Edit ONLY (Cannot Approve or Display in ECB until next rollover date)
Previous (05)	View previous period data as read only and/or create reports

New Security Policies for Council Member User Accounts

- These changes are mandated by the new ERA-IMPAC II password policy.
- The new account/password policies will be implemented for NIH staff and Council Member accounts in November 2003.

Council Member Accounts & Passwords

In the current system:

- Council member account passwords never expire.
- IC staff create and delete accounts as needed.
- IC staff maintain passwords for council members, resetting and distributing new passwords as desired by IC.

Council Member Accounts (Draft Policy)

After implementation of new policy:

- Council member account passwords will expire every 180 days. Days until expiration will be checked at each login, with an invitation to reset when < 14 days.
- IC staff still create/delete accounts and reset passwords. BUT, council member must reset their password to a new value only they know at first login.
- Initial password must be changed by logging into the system within 5 days of issue.

Council Member Accounts (Draft Policy)

After implementation of new policy (continued):

- Accounts will be locked after 5 unsuccessful login attempts.
- IC ECB coordinator will be able to reset password and unlock account after failed login attempts.
- A link will be provided on Council ECB login page to assist council members with password resets.